

LIBRARY SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and supervise library operations within a specific work unit and to perform a variety of technical tasks relative to the assigned unit.

Supervision Received and Exercised:

Receives direction from the Library Manager or the Deputy Community Services Director – Library and Cultural Services.

Exercises direct supervision over professional, technical and clerical library staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Participate in hiring, scheduling and training new personnel.
- Supervise staff by monitoring work, delegating tasks, disciplining and evaluating the performance of assigned personnel.
- Recommend and assist in the implementation of goals and objectives; recommend and implement policies and procedures.
- Responsible for developing and designing new programs and services related to assigned unit.
- Facilitate the delivery of high-quality, customer-focused library services to patrons; respond to patrons' needs and complaints.
- Review new publications and collection materials; and recommend and/or select and purchase materials (including print, audio/visual, digital content and electronic databases).

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 Keep abreast with professional developments and current events; read journals, peruse books, bibliographies and other media to develop expertise in assigned subject

area.

• Develop communication with other agencies, libraries, and key people in the

community.

Participate in budget preparation and administration; prepare cost estimates for budget

recommendations; submit justifications for budget items; monitor and control

expenditures.

Assist in the implementation of the library's strategic plan.

Coordinate public relations activities as necessary for assigned unit.

Represent the Tempe Public Library in the community and at professional meetings as

required; perform outreach work to the community, community organizations, and

schools.

Compile performance reports and statistics of the program relative to patron activity.

• Serve as the library building supervisor in the absence of the Library Manager and

the Deputy Community Services Director - Library and Cultural Services.

Perform opening and closing duties; ensures the building is properly secured.

Perform related duties as assigned.

Minimum Qualifications:

Experience:

Four years of professional library experience in a public library, including two years'

supervisory experience.

Depending on assignment, two years management experience in hospitality industry is

preferred.

Education:

Possession of a Master of Library Science degree from an American Library Association

accredited college or university.

Effective November 1988 Reviewed July 1991

Reviewed July 1991 Revised November 2000 (Range and Title Change)

Revised September 2006 (minimum qualifications & duties)

Revised Dec 2010 (Title change)

Revised August 2013 (Title Change to Library Supervisor)

Revised February 2014 (update job duties)

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Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competences:

(Pending)

Job Code: 341

Status: Exempt/ Classified